

**Public Health Improvement Partnership**  
**KEY HEALTH INDICATORS COMMITTEE**

**Monday, September 20, 2004**

**9:00 AM – 2:00 PM**

**Prime Hotel, SeaTac, WA**

18118 Pacific Highway South

Phone: (206) 244-6666, Fax: (206) 248-6065

Co-Chairs: Ward Hinds, Snohomish Health District  
Jude VanBuren, DOH

Members: Barbara Andrews, Bobbie Berkowitz, Joan Brewster, Marie Flake, Maxine Hayes, Josh Jones, Heidi Keller, Carrie McLachlan, Riley Peters, Suzanne Katharine Sanders, Katrina Wynkoop Simmons, David Solet, Christie Spice, Art Starry, Juliet VanEenwyk, Lyndia Vold

Staff: Donna Russell, DOH

Time	Topic	Presenter/ Facilitator	Description	Materials
9:00	Welcome	Ward Hinds/Jude VanBuren		
9:10	Review Goals for this meeting	Ward Hinds	<ul style="list-style-type: none"><li>• Develop criteria for grading the data</li><li>• Set targets for indicators that need them</li><li>• Develop a systematic process for collecting and publishing the Report Card data</li><li>• Decide on Report Card format</li></ul>	
9:15	Review of Work to Date	Donna Russell	<ul style="list-style-type: none"><li>• Brief review of work accomplished to date</li></ul>	Report Card/Action Guide Fact Sheets Minutes from 5/10 meeting Report Card Grading Worksheet Data Definitions
9:30	Updates	Ward Hinds	<ul style="list-style-type: none"><li>• Report back on PHIP Steering Committee Meeting</li><li>• BRFFS Questions</li><li>• Finding consultant to design Report Card</li></ul>	PHIP Steering Committee Minutes  BRFSS Questions Statement of Work

Time	Topic	Presenter/ Facilitator	Description	Materials
9:45	Options for grading system	Juliet VanEenwyk	<ul style="list-style-type: none"> <li>PowerPoin presentation on different grading options</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Decide on criteria for determining grades</li> </ul> <p>Make recommendations on a process for ongoing data collection and production of Report Card (e.g., How often do we put out a Report Card? How often do we review/modify indicators? Who is responsible for producing Report Card?)</p>	<ul style="list-style-type: none"> <li>PowerPoint Presentation Handouts</li> <li>Draft Criteria for Grading Indicators</li> </ul>
12:00	<b>BREAK TO GET LUNCH</b>			
12:15	Review Indicators	Donna Russell	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>What, if any, indicators should be dropped?</li> <li>How do we set targets for indicators without U.S. or WA State targets already established?</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Set targets or authorize someone to set targets</li> </ul>	<ul style="list-style-type: none"> <li>Report Card Grading Worksheet</li> <li>Data Definitions</li> </ul>
12:45	Review Proposed Report Card	Donna Russell/ Heidi Keller	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Edit/approve Report Card design and format</li> </ul>	<ul style="list-style-type: none"> <li>Proposed Report Card</li> </ul>
1:30	PHIP Report	Ward Hinds	<p><b>Discussion:</b></p> <p>What do we want to include in KHI section of PHIP Report?</p> <ul style="list-style-type: none"> <li>What have we accomplished?</li> <li>What do we want to do next?</li> </ul> <p>Do we have any policy questions for the PHIP Steering Committee?</p>	<ul style="list-style-type: none"> <li>PHIP Workplan Update Form</li> </ul>
1:55	Schedule Meeting			

2:00	Adjourn			
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